

## Benefits

### A Proven Approach

- Detailed Pre-Planning Expertise
- History of Numerous Successfully Planned and Executed Events
- Expertise in Policy Adherence for Conducting Classified Conferences
- Commitment to Sponsor Needs

### Experience

- Eight years of Conference Planning Experience, Ensuring Successful Conferences and Events
- A History of Providing Successful Classified Exercises, Conferences, Symposia, & Events

### Facilities

- Accommodating both Classified and Unclassified Events
- Supporting Small or Large-Scale Events



# IATAC

3190 Fairview Park Drive  
Falls Church, VA 22042

703.289.5454

<http://iac.dtic.mil/iatac>

STU-III	703.289.5462
Fax	703.289.5467
E-mail	<a href="mailto:iatac@dtic.mil">iatac@dtic.mil</a>
SIPRNET E-mail	<a href="mailto:atucker@dtic.smil.mil">atucker@dtic.smil.mil</a>

Conference & Event Planner  
Alethia A. Tucker  
703.289.5454

Promotional Director  
Christina P. McNemar  
703.289.5464

Providing technical and administrative support for scientific, technical, and DoD-related information assurance management conferences, symposia, workshops, and other meetings.

# Conference, Meeting, and Event Planning



# IATAC

Providing  
a forum for the  
dissemination of  
Information Assurance  
Technology

# Services



## Pre-Event Support

- Site Selection
- Catering Arrangements
- Contract Negotiation
- Promotion & Marketing
- Presenter Solicitation & Selection
- Event Support Materials
  - Agenda
  - Notebooks & Folders
  - Presentation Materials
- Security & Registration

## On-Site Support

- Collection of Late Registrations & Fees
- Final Coordination with Caterers
- Check-In of Registrants
- Document Control
- Security Problem Resolution (if required)

## Post-Event Support

- Create & Assemble Event Proceedings
  - CD-ROMs
  - Hard Copies
- Distribute Event Proceedings
- Generate Final Report

# Coordination

We will coordinate all resources to ensure your event is a success!

## Hotel/Sales/Catering

We work closely with hotels to block rooms and negotiate a predetermined conference room rate, coordinate food and beverages for breaks, lunches, and receptions.

## Speakers/Attendees

We solicit speakers in specific topic areas to complete each session. We work closely with each attendee to ensure we have all the appropriate registration information, security forms, and fees.

## Transportation

We coordinate transportation between the hotel and other facilities, as required.

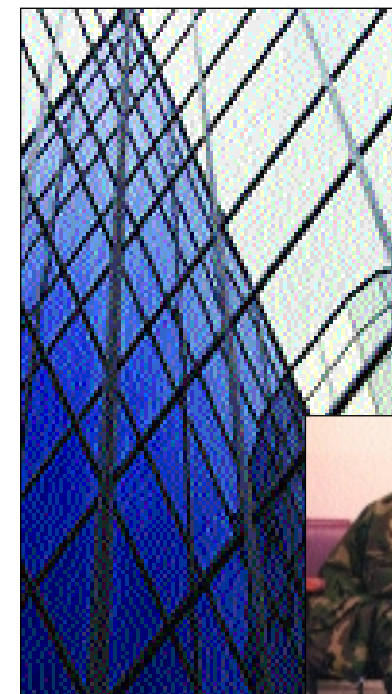
## Technical Sponsor

We work closely with the technical sponsor to develop a program to meet the objectives of the event.

## Event Marketing

We identify and take advantage of all appropriate promotional and marketing opportunities with professional associations, newsletters, other periodicals, and Web sites.

IATAC possesses world-class telecommunication, graphics, printing, and reproduction capabilities. We provide service and support to guarantee the highest quality conference preparation materials, informational brochures, posters, presentation documents, proceedings, and product displays in both electronic and hard copy. IATAC also possesses outstanding multimedia presentation capabilities, which includes Web page development and on-line registration.



## Classified Session Facilities

We coordinate with the appropriate personnel, ensuring compliance to classified event procedures.

## Security Personnel & Event Coordinators

We work closely with security personnel and event coordinators to develop appropriate mailing and storage instructions for classified presentations and useful information for attendees, making their attendance more enjoyable.